

CITY OF RIVERSIDE

1130**HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION**12/26/02
Revised

TITLE: INVENTORY CONTROL SPECIALIST**DEFINITION**

Under general supervision, to perform both manual and administrative support duties in the receiving, storing and issuing of a variety of materials and supplies; and to do related work as required.

REPORTS TO: Warehouse Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Warehouse Supervisor.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Receive, accept and unpack incoming materials and supplies.
- Check delivery receipts with purchase order.
- Check items for soundness and condition.
- Assign stock numbers to incoming supplies and materials and place items in assigned location.
- Issue materials and supplies as requested and keep appropriate records.
- Receive returned items.
- Count stock items in filling requests.
- Operate forklift, crane and other stockroom equipment.
- Assist in maintaining stock records.
- Perform routine clerical tasks.
- Assist in periodic inventories.
- Operate a vehicle in the pick up and delivery of supplies and materials.
- Perform general clean up of storage facilities.

QUALIFICATIONS**Knowledge of:**

- Store keeping and inventory methods.

Ability to:

- Perform routine clerical work and to make simple arithmetic calculations.
- Understand and carry out oral and written instructions.
- Perform heavy manual work (100 lbs) in lifting and moving stock.
- Learn to operate fork lifts, cranes and other stockroom equipment.
- Obtain certification for dispensing propane for refueling purposes.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of twelfth grade.

Experience: Six months experience in stores or warehouse work.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

When assigned to the Central Stores Department, be certified to dispense propane to refuel propane powered forklifts and be certified to operate all types of forklift equipment.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Inventory Control Specialist

TO: Senior Inventory Control Specialist